

S-E-C-R-E-T

This Notice Expires 1958

NOTICE

PERSONNEL
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QUESTIONNAIRE ON OVERSEAS DUTY

1. The Agency is considering the possibilities of developing a retirement program which would give additional retirement credits to staff employees and staff agents for overseas service. Some of the records necessary to compile planning data are not available in a centralized place. The work necessary to document past overseas service (both for CIA and for other departments, agencies and services of the U.S. Government) of Agency personnel for planning purposes would be prohibitive in cost and time required. The information needed is: the kind of overseas service (military or civilian, PCS or TDY), where performed (country, island or possession -- no city), the beginning and ending dates (to the closest month) and the responsible U.S. Government component (CIA, Army, AF, State, OSS, etc.) at the time the duty was actually performed.

2. In order to simplify the requirement for information which this notice places on operating and staff components of the Agency for this information, payroll insert questionnaire cards will be used for all vouchered employees, and each employee will fill out his own card. This is feasible because the information so obtained need not be certified and will be used only for statistical analysis and planning purposes. It should, however, be as accurate as possible.

3. The same kind of information is needed for all staff employees paid from confidential funds and for staff agents. Questionnaire cards for all employees paid from confidential funds will be sent by name to the responsible components to be filled out as follows:

a. Staff employees paid from confidential funds who are actually at headquarters will fill out their own cards.

b. Administrative Officers, Case Officers or responsible Country Desk Officers will fill out the cards if the staff employee or staff agent is unavailable and substantially complete information is available in the operating component.

c. If the staff employee or staff agent is in the field and the information is not available at headquarters, the cards (or sterilized

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requests for the information) will be sent to the field to be filled out by the individual concerned and returned to headquarters. If security considerations prevent this, the card should be so noted and returned to the Office of Personnel.

d. Requests for information about overseas service of staff agents will be sent on an "Eyes Only" basis to the appropriate Administrative Officer. The Senior Administrative Officer of each Operating Office, Division, or Staff will be responsible for ensuring that the cards are filled out and returned promptly.

4. Instructions for filling out the questionnaire cards will accompany the card and each employee will be told to ask for assistance from his Administrative Officer if he needs it. However, there are some aspects of the requested information which require more delicate handling for some personnel than the card indicates:

a. Cover: the instructions with the card state "Do not duplicate O/S service where it was performed simultaneously for two organizations." This means that there should be no overlapping of dates and that care must be taken to show for which Government department or agency the service was actually performed (not the cover organization).

b. Security: for the sake of uniformity and ease of handling, one standard-type card is being used for vouchered employees, for employees who are paid from confidential funds and for staff agents. When the cards are distributed, they will show only name and personnel serial number, will be distributed in a secure manner and should be returned through the same channels from which they were received.

5. Blank supplemental cards will be sent to the Administrative Officers of each Operating Office, Division or Staff for use of personnel who need more space than is on one card. If a supplemental card is used, the appropriate box on the first card should be checked and the name and personnel serial number of the employee should be copied on the supplemental card. The cards should not be bent or stapled but may be fastened with paper clips.

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6. Although the information now being requested need not be certified, employees should be told that it is in their interest to send to the Office of Personnel copies of all non-CIA overseas duty documents which they may have. These documents will not be needed for some time so they should be forwarded separately or at a later date.

7. All cards for vouchered employees and employees paid from confidential funds, are to be returned on or before 1958 to the Office of Personnel, Statistical Reporting Branch, Room 192 Curie Hall. All cards for staff agents are to be returned, marked "Eyes Only", in a sealed envelope to the Chief, Contract Personnel Division, Office of Personnel, Room 801, 1016 16th Street.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Director
(Support)

DISTRIBUTION: AB

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Approved For Release 2002/11/12 : CIA-RDP80-01826R000800070043-4

Approved For Release 2002/11/12 : CIA-RDP80-01826R000800070043-4